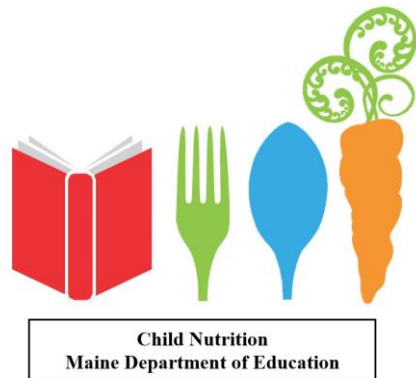


# Administrative Review Training



# Reviews

- ▶ We are now on a 5 year cycle
- ▶ Federally Required Reviews
  - ▶ Administrative Review
  - ▶ Procurement Review
- ▶ Both reviews are done during the same year
- ▶ Follow-up reviews may take place as necessary

# Review Timeline



Letter notifying superintendent  
Email director with review details  
Submit off-site documentation  
Pre-review phone call  
On-site review/Exit conference  
Review report/Corrective action form  
SFA response to corrective action  
Final letter to close review

# Off-site Paperwork

## Required documents:

- ▶ Online Off-site Assessment Tool via CNPWeb
- ▶ Documents to be uploaded into CNPWeb
  - ▶ There is a checklist available on our website

# Child Nutrition Website

## Administrative and Procurement Reviews

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### SY 2022 Review Schedule

Please see the [School Review Schedule SY 2022](#) (pdf) to mark your calendar and use the following documents to prepare for the review process.

**NOTE:** Due to findings, complaints, or other information provided to the state agency additional reviews may be added.

### Preparing for Reviews

- [Administrative Review Checklist](#) - Updated July 2021 (doc)
- [Administrative Review Training](#) - (pdf)
- [Procurement Review Tool](#)  
[Procurement Review Training](#)

### Required Documents to Submit for the Administrative Review


The Offsite Tool and Corrective Action are completed in CNP Web; <https://me.cnpus.com/cnp/Login>. Contact Pam at [pamela.partridge@maine.gov](mailto:pamela.partridge@maine.gov) for access. Below is an *Administrative Review Quick Guide* with directions and screenshots on how to use this new tool.

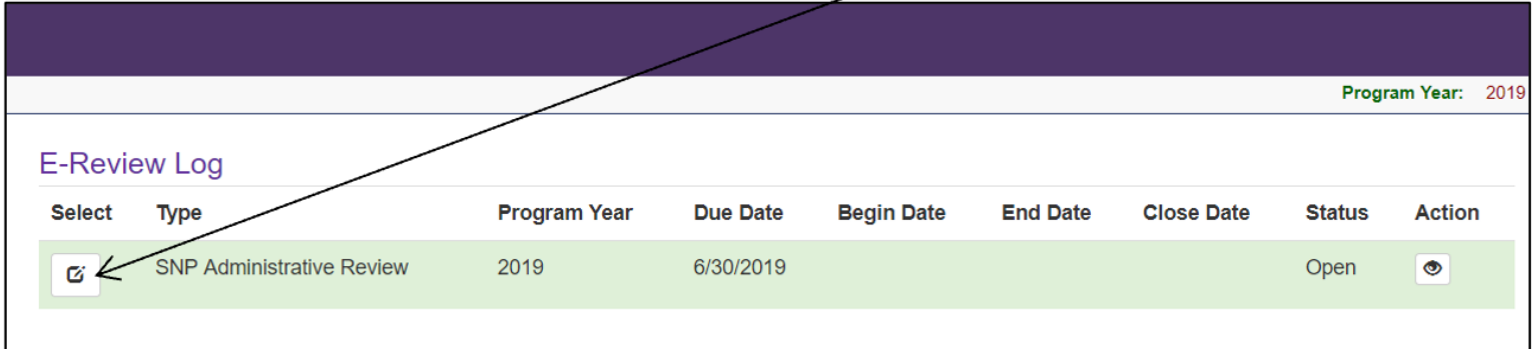
- [CNP Web Administrative Review Quick Guide for SFAs](#)
- [SY2022 Administrative Review Document Upload Checklist](#) - CNPWeb Document Upload Checklist
- [SY2022 Desk Audit Form](#) - Supplemental Form for Schools Receiving a Desk Audit

# Review Resources

**Step 4:** Click “E-Reviews” in the top left hand corner of the screen and select “E-Review Log by Sponsor.”



**Step 5:** Click on the  symbol under “E-Review Log”. This will open up the Review Summary Page.



# Review Resources

## **SY 2022 Administrative Review Checklist** **Requested Documents to Submit as part of the Review Process**

**Instructions:** Please submit the following documents electronically through CNPWeb:  
<https://www.cnpwebsite.com/Maine/Login>. “**Review period**” requests information for the review period indicated. The “**week of review**” pertains to the week chosen for menu documentation. All timeframes will be communicated by your reviewer.

### **District Information**

- ☐ Documentation of annual civil rights training for SY 2022 (including date, agenda, sign in sheets) for all staff with responsibilities in the school nutrition program.
- ☐ Professional Standards training documentation and tracking form for all School Nutrition Program staff for SY 2022.
- ☐ Copies of most current on-site monitoring forms for all schools, for all programs operated (breakfast, lunch, FFVP and After School Snack Service, if applicable) *On Site Monitoring is not required for a District with only one school.*
- ☐ A copy of the district’s most recent assessment of the Wellness Policy (if available)

### **Meal Access and Reimbursement** - *For confidentiality reasons please blackout any student information before sending*

- ☐ Direct Certification notification letter
- ☐ Denial of benefits notification letter
- ☐ Eligibility notification letters for Free/Reduced price meals
- ☐ Meal counts by day, for the **review period** for all schools. One additional month of meal counts will be requested from the reviewer. *If using tic sheets all tic sheets for the review period will need to be submitted to validate the claim.*

# Review Areas

- ▶ Meal Access & Reimbursement\*
  - ▶ Performance Standard 1
- ▶ Meal Pattern & Nutritional Quality\*
  - ▶ Performance Standard 2
- ▶ Resource Management
- ▶ General Program Compliance
- ▶ Other Federal Program Reviews



**Fiscal  
Action**



# PS1: Meal Access & Reimbursement

1. Certification and Benefit Issuance
2. Verification
3. Meal Counting and Claiming
4. Verifying that meals claimed for reimbursement were served only to eligible students.



# PS1: Meal Access & Reimbursement

## Certification & Benefit Issuance:

Reviewing the approval of your Free and Reduced Priced applications to ensure that the correct benefits are being extended to eligible students and that they are claimed properly for reimbursement

# Certification and Benefit Issuance

## Off-site

- ▶ Answer questions in Off-site Assessment
- ▶ Send benefit issuance file (Excel)\*
- ▶ Send additional documentation



## On-site

- ▶ Review student eligibility documents
  - ▶ Applications
  - ▶ DC lists
  - ▶ Letters
- ▶ Review denied applications

# Benefit Issuance Documentation

Electronic list (Excel) of all free and reduced priced students in the district

- ▶ Do not include withdrawn or paid students
- ▶ List to be pulled from the Point of Service (POS)
- ▶ List should be pulled during the Review Period/Review Month

Benefit Issuance Document Must Include:

- ▶ Student Name
- ▶ Eligibility Status
- ▶ Method of approval (Income, Foster, DC, ...)
- ▶ Date of approval
- ▶ School

# Off-site Benefit Issuance Documentation

Sample Benefit Issuance List

Student Name	Benefit Status	Method of Certification	School Name	Approval Date
Walter Beesley	F	DC	Smith ES	9/2/2015
David Hartley	R	Income Application	Harrison MS	8/30/2015
Sarah Platt	F	SNAP Application	Jones HS	9/10/2015
Gail Lombardi	F	Foster	Jones HS	9/2/2015

# On-site Benefit Issuance Documentation

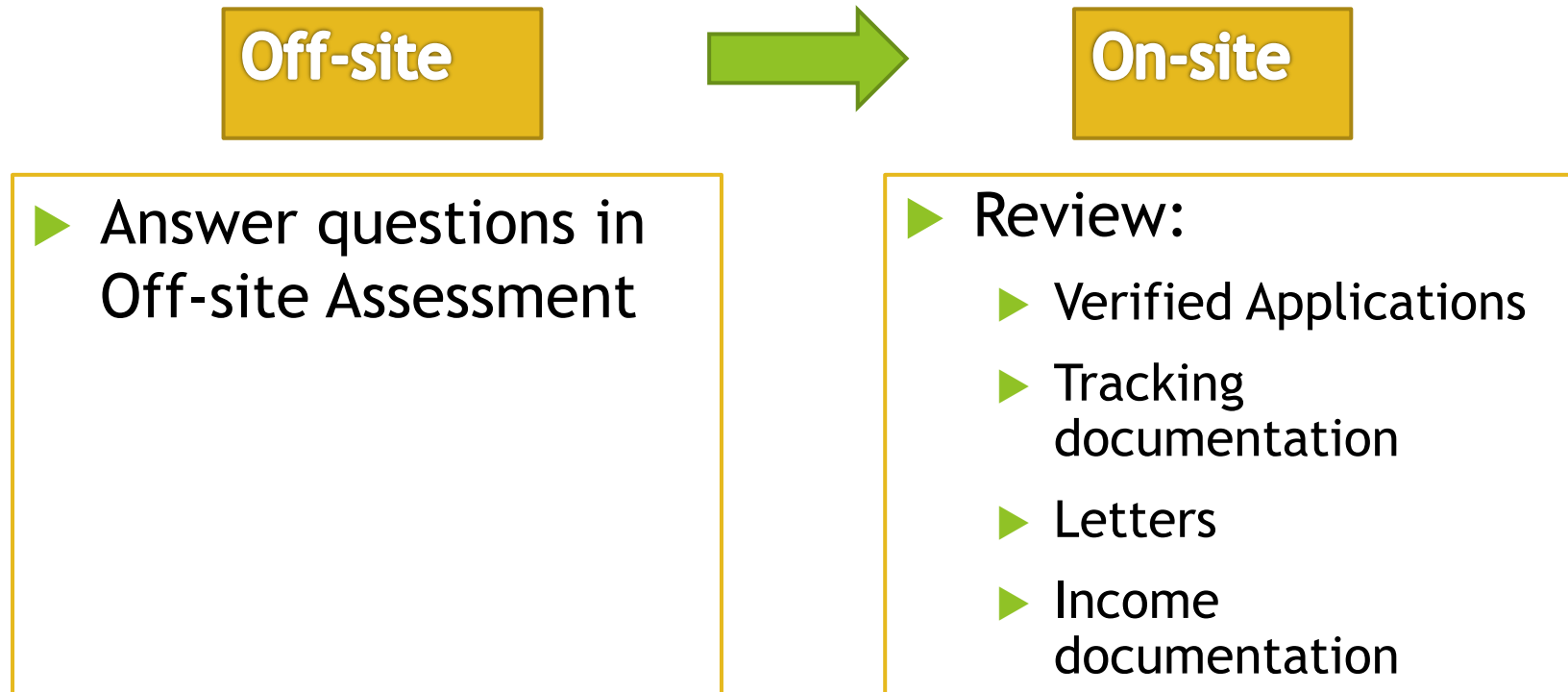
- ▶ Approved meal benefit applications
  - ▶ How do you sort and store applications?
- ▶ Denied meal benefit applications
- ▶ Direct certification lists
- ▶ Homeless/Migrant/Head Start lists
  - ▶ Application has check box for Homeless/Migrant. Be sure to follow up with the appropriate person and maintain documentation.



# Common Review Findings

- ✓ 30 day carryover not implemented correctly
- ✓ Incomplete Applications
- ✓ Miscategorized Applications- math errors
- ✓ Incorrect SNAP/TANF number
  - ✓ Format must be 8 digit plus letter
- ✓ Missing documentation (Keep ALL DC lists)
- ✓ Not converting to annual income when different frequencies of income are reported
- ✓ Incorrect non-discrimination statement on letter sent home

# Verification





# Verification

- ▶ Was it completed on time?
- ▶ Used correct method (error prone)
- ▶ Compare verification report to documentation
- ▶ Follow-ups were made (use tracking form)
- ▶ Notification letter met standards
- ▶ Copies of all correspondence kept
- ▶ Eligibility status changes

# Verification

**Internal Use Only**

HOUSEHOLD FILE CONTROL FORM

Head of Household Name: \_\_\_\_\_

Date Selected: \_\_\_\_\_ Notification Sent: \_\_\_\_\_

Response Due: \_\_\_\_\_ Second Notice Sent: \_\_\_\_\_

Response Due: \_\_\_\_\_ Missing Information: \_\_\_\_\_

\_\_\_\_\_

DOCUMENT ALL TELEPHONE CONTACTS ON REVERSE SIDE OF THIS PAGE.

Date Reduction/Termination Notice Sent: \_\_\_\_\_

Food Stamp/TANF Household      Income Household: \$ \_\_\_\_\_ Monthly

Confirmed By -      Confirmed by -

☐ Predetermined Eligibility List      ☐ Wage stubs

☐ Food Stamp/TANF Office      ☐ Written documents (Explain below)

☐ ATP Card      ☐ Collateral Contacts (Explain below)

☐ Other: \_\_\_\_\_      ☐ Agency Records

☐ Eligibility not confirmed      ☐ Other: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

Verification Result:

☐ No Change   ☐ Reduced to Free   ☐ Free to Reduced   ☐ Ineligible

Reason For Change:   ☐ High Income      ☐ Refused to Cooperate

☐ Food Stamp/TANF Eligibility Not Confirmed

☐ Other - include self denial

Signature of Verifying Official: \_\_\_\_\_

Date: \_\_\_\_\_

## **Verification Notification and Tracking Forms**

[https://www.maine.gov/doe/schools/nutrit  
ion/studenteligibility](https://www.maine.gov/doe/schools/nutrition/studenteligibility)

# Common Verification Errors

## Did not use the correct method

- Must be error prone unless receive permission
- Mark the Error prone applications when approving

## Incorrect sample size- double check the math!

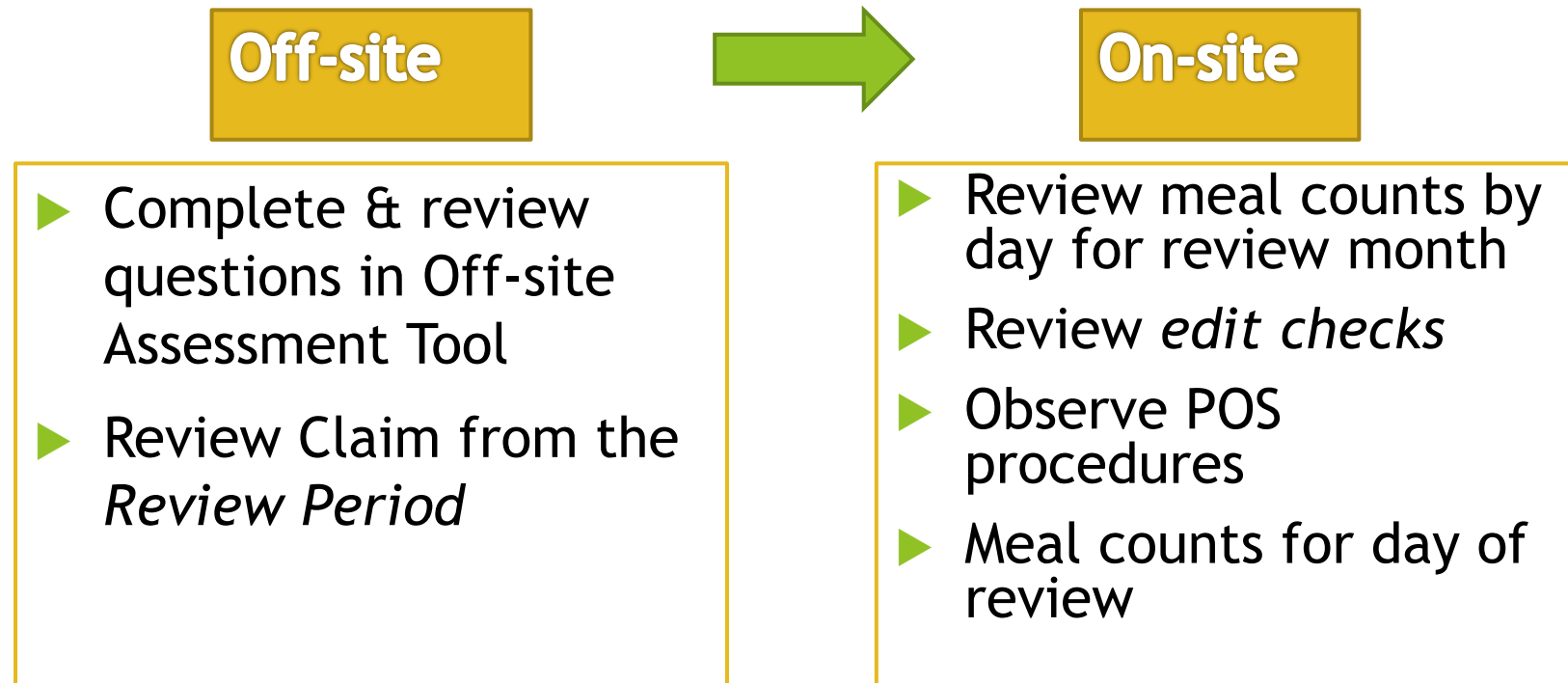
- A family application who is on direct cert is NOT included in the number of applications

## Not following timeline protocol

## Eligibility changes not made timely

## Incorrect math used with paystub

# Meal Counting and Claiming



# PS1: Meal Access & Reimbursement

## Meal Counting & Claiming

- ▶ Electronic or Manual System
- ▶ A point of service system that accurately counts reimbursable meals by category (F/R/P) at each school
  - ▶ *Under SSO all reimbursable meals are claimed as free*
- ▶ Reimbursable meals were consolidated accurately at each school and at the SFA
- ▶ Correct meal counts were used in the Claim for Reimbursement

# Meal Counting and Claiming

## Off-Site Questions

What type of back-up system is in place?

How often are cashiers and substitute cashiers trained?

How are these things handled?:

- ▶ Offer vs Serve
- ▶ Incomplete Meals
- ▶ Second Meals
- ▶ Visiting Student Meals
- ▶ Adult/Non-Student Meals
- ▶ Student Worker Meals
- ▶ A La Carte Sales
- ▶ Field Trips
- ▶ Lost/forgotten IDs/Tickets
- ▶ Charging/Pre-paid Meals
- ▶ Students without funds
- ▶ New students without approved benefits

# Edit Checks

YEAR	STUDENT LUNCH/EDIT CHECKS	ADULT LUNCHES	TOTAL	PRE K/K MILK PROGRAM	COMMENTS
MONTH	Maximum Free: 168	Maximum Reduced: 34	TOTAL	ELIGIBLE FREE	
	WORKERS FREE	WORKERS REDUCED	MEALS TO CHILDREN	ADULT WORKERS	ALL OTHER ADULTS
DATE	FREE	REDUCED	PAID	PAID	MEAL COUNT
08/30/17	25	22	0	0	197
08/31/17	110	23	0	0	188
09/01/17	136	25	0	0	214
09/05/17	135	21	0	0	215
09/06/17	127	21	0	0	210
09/07/17	160	22	0	0	233
09/08/17	155	25	0	0	230
09/11/17	153	27	0	0	229
09/12/17	157	20	0	0	232
09/13/17	132	29	0	0	214
09/14/17	169	29	0	0	250
09/15/17	152	30	0	0	241
09/18/17	200	33	0	0	295
09/19/17	136	34	0	0	233
09/20/17	135	26	0	0	226
09/21/17	127	35	0	0	219
09/22/17	160	33	0	0	245
09/25/17	155	27	0	0	233
09/26/17	153	20	0	0	229
09/27/17	157	29	0	0	245
09/28/17	132	29	0	0	221
09/29/17	69	30	0	0	260
TOTALS:	3235	590	1234	0	5059



# Meal Counting and Claiming

## On-Site Procedures

- ▶ Validating information on SFA-SA Agreement
- ▶ Validate Claim for Reimbursement
- ▶ Observe POS Procedures
  - ▶ Oversight at POS ensuring accurate meal counts
  - ▶ Eligibility Category
  - ▶ Without Overt Identification
  - ▶ Alternate serving locations (classroom)



# Meal Counting & Claiming: Common Findings

- ▶ Inaccurate meal counts on the claim
- ▶ Lack of training for person at POS
- ▶ Alternate serving locations (Pre-K meals or Breakfast in the Classroom)
  - ▶ Train teachers
  - ▶ Consistent monitoring to ensure requirements are being followed

# Meal Counting and Claiming

## Corrective Action

- ▶ Describe in detail how the finding was corrected
- ▶ Fiscal Action for inaccurate meal counts

# PS2: Meal Pattern & Nutritional Quality



- ▶ Meal Components & Quantities
- ▶ Offer vs. Serve
- ▶ Dietary Specifications & Nutrient Analysis

# PS2: Meal Pattern & Nutritional Quality

*SFAs agree to:*

- ▶ Offer students the required meal components in the required quantities
- ▶ Allow students to select required meal components on all reimbursable lines
- ▶ Record/claim only those meals that contain required components in required quantities

# PS2: Meal Pattern & Nutritional Quality

## Off-site

SFA will send:

- ▶ Menus
- ▶ Completed production records
- ▶ Component crediting documentation
- ▶ Recipes, labels, etc.

Reviewer:

- ▶ Meal Compliance Tool



## On-site

- ▶ Observe breakfast & lunch preparation
- ▶ Observe breakfast & lunch service
- ▶ Validate the off-site review

# Meal Components & Quantities

## Off-Site: Documentation

- ▶ Menu (breakfast, lunch)
- ▶ Production Records (complete)
- ▶ Standardized Recipes - food component contribution, ingredients, serving size, yield
- ▶ Crediting Information
  - ▶ Nutrition Labels (ingredients and nutrition facts)
  - ▶ Child Nutrition (CN) Labels
  - ▶ Manufacturer's Product Formulation Statements
- ▶ Review before submitting - can you determine how everything credits?
- ▶ Submit by deadline to reviewer

# Meal Components & Quantities

## Off-Site: Documentation

Organize documentation in order by day

**Monday's Menu:** *Breaded Chicken Patty on a WG Bun, Broccoli, Carrot Sticks, Strawberry Cup, Milk Choice*

Folder should contain:

- ▶ Completed PR from Monday
- ▶ Product documentation including:
  - ▶ CN label for Chicken Patty
  - ▶ Ingredient & nutrition facts label for the roll
  - ▶ Indication of serving size on PR for fruits & vegetables
  - ▶ Labels for milk

# Sample Complete Production Record

[illegible]



# On-Site: Meal Components & Quantities

## Meal Observation - Day of Review

### Prior to Meal Service

- ▶ Will the meal pattern be met?
- ▶ Review menu & production records
- ▶ Review 'general areas'

### During Meal Service

- ▶ Observe POS
- ▶ Checking that meals claimed are done so correctly

### After Meal Service

- ▶ Obtain meal counts by eligibility

# Meal Components and Quantities

## Offer Versus Serve

- ▶ Signage explaining how to select a reimbursable meal - include requirement to select  $\frac{1}{2}$  cup f/v
- ▶ Staff at POS trained and able to recognize a reimbursable meal

# Meal Components and Quantities

## Dietary Specifications & Nutrient Analysis

- ▶ Dietary Specifications Tool (SFA)
- ▶ Determines if Nutrient Analysis is necessary
- ▶ Based on menu documentation submitted and on-site observation (reviewer)

# Meal Components & Quantities

## Common Findings

- ✓ Insufficient quantities of a component offered
- ✓ Missing meal components
- ✓ OvS not implemented correctly
- ✓ Unallowable milk substitutions
- ✓ Incomplete production records
- ✓ Lack of Standardized Recipes
- ✓ Field Trip/Bag Lunches - accountability & meal pattern

# Meal Components & Quantities

## Corrective Action

- ▶ Describe in detail how the finding was corrected
- ▶ Attach Documentation
- ▶ Fiscal Action for missing meal components and some repeat violations

# Recommendations

- ✓ Check menu & production records
  - ✓ Daily/weekly minimums
- ✓ Credit components correctly
- ✓ Observe meal service
  - ✓ Is the kitchen following the meal as planned?
  - ✓ Can staff accurately identify a reimbursable meal at the POS?
- ✓ Plan a 2 G/2 M/MA every day



# Water

- ▶ Free, potable water must be available to students
  - ▶ Breakfast
    - ▶ *This is only a requirement when breakfast is in the cafeteria*
  - ▶ Lunch



## Resource Management

- ▶ Maintenance of the non-profit school food service account
- ▶ Paid Lunch Equity
- ▶ Revenue from Non-program Foods
- ▶ Indirect Costs



# Maintenance of Non-Profit School Food Service Account

- ▶ Only allowable costs are charged to the food service account
- ▶ Documentation of program revenues and expenses
  - ▶ Income and expense detail report
  - ▶ Sample of invoices/timecards

# Paid Lunch Equity

- ▶ Was the paid lunch equity tool completed correctly?
- ▶ Was the minimum weighted average price charged?
- ▶ Did the SFA use non-federal funds?
  - ▶ If so, need to do more in depth review in this area

# Revenue from Non-Program Foods

- ▶ Applies to: a la carte, catering (within the school or outside organizations), vending, school stores, adult meals, etc.
- ▶ What is the procedure and controls for ensuring all revenue is deposited into the food service account?

# Adult Meals & Pricing

- ▶ Price must be greater than per meal cost
  - ▶ If not, difference must be offset by non-federal funds (i.e. town support, general fund)
- ▶ Only food service staff may receive free meals

# Indirect Costs

- ▶ Cannot charge indirect costs to food service program without prior approval.
- ▶ Includes:
  - ▶ Utilities (propane) unless separate meter
  - ▶ Percentage of staff time to food service account
    - ▶ i.e. custodian, van driver

# Common Findings

- ▶ Paid lunch equity tool not done correctly
- ▶ Not reporting costs accurately
- ▶ Propane, utilities (indirect costs) charged to program
- ▶ A la Carte losing money

# General Program Compliance

1. Civil Rights
2. Food Safety
3. Local Wellness Policy
4. Smart Snacks Competitive Foods
5. SFA On-site monitoring
6. Reporting and Recordkeeping
7. Professional Standards



USDA  
United States Department of Agriculture

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at [www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf](http://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:  
(833) 256-1665 or (202) 690-7442;

email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027. Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en [www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf](http://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf), en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Asesor de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o

fax:  
(833) 256-1665 o (202) 690-7442;

correo electrónico:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades.

Form AD-475-A—Assisted Postal: Revised September 2019

Alfiche consultado en el Formulario AD-475-A. Revisado Septiembre 2019

- ▶ Posted where your customers can see it
- ▶ Make sure you have the newest copy!



# Civil Rights

- ▶ Non-discrimination statement placed on program notifications
  - ▶ Need permission to use short statement
- ▶ Procedures for receiving and processing civil rights complaints within FNS programs
- ▶ Documentation for annual civil rights training for staff
- ▶ Accommodating students with special dietary needs

# Food Safety

## On-Site Documentation

- ▶ Food Safety Plan (SOP's):
  - ▶ Should be customized for each site
  - ▶ Customizable sample from ICN
- ▶ Recordkeeping: Temperature logs, calibration logs
- ▶ Certified Food Protection Manager (ServSafe)

# Food Safety

- ▶ Health Inspections
  - ▶ Must post recent health inspection in visible location (post a copy, not the original)
  - ▶ Keep on file old health inspections
  - ▶ USDA requires two per year.
- ▶ Food stored 6 inches off the floor
- ▶ SoP's for:
  - ▶ Proper personal hygiene
  - ▶ Cleaning/sanitizing procedures
  - ▶ classroom service or other alternative meals
  - ▶ Ghost trays - are required by DOE

# Local Wellness Policy (LWP)

- ▶ National School Lunch Program is required to establish a local school wellness policy
- ▶ Ensuring the required elements are in place is part of the review process
  - ▶ If not, corrective action is needed

# Wellness Policy

- ▶ When was last updated/assessed?
  - ▶ *Policies must be assessed every three years by the LEA*  
For progress towards meeting goals in:
    - ▶ Nutrition Promotion
    - ▶ Nutrition Education
    - ▶ Physical Activity
    - ▶ Other school-based activities to promote student wellness
- ▶ Nutrition guidelines for all foods and beverages available, including
  - ▶ Food Items sold to students meet Smart Snacks standards
  - ▶ Addresses foods and beverages not sold to students during the school day e.g. classroom parties and rewards

# Wellness Policy

The Wellness Policy must address food and beverage marketing.

**Brand-specific advertising** of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting Smart Snacks standards

# Wellness Policy

Have a team in place for the development, implementation, review of the policy.

*The team should include:*

Parents

Students

School Food Service

Health Professionals

Administrators

School Board members

Designate one school official to ensure the district complies with the wellness policy

# Wellness Policy

Finally!

- ▶ Inform and update the public on the content and implementation, including progress made in meeting the goals of the policy.
  - ▶ Examples: school board meetings, website



# LWP Resources

- ▶ MSMA sample wellness policy
- ▶ Wellness policy checklist- Does your wellness policy measure up?

## Does Your Wellness Policy Measure Up?

A local school wellness policy is a written document that guides a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn. This optional checklist can be used to review and update your district's wellness policy to ensure it meets all requirements as written in *section 204 of Public Law 111-296 Local School Wellness Policy Implementation*.

- ☐ District has a current wellness policy. It can be found online at: \_\_\_\_\_
- ☐ Date it was last updated: \_\_\_\_\_
- ☐ Wellness policy includes measurable goals for:
  - **nutrition promotion**
  - **nutrition education**
  - **physical activity**
  - other school-based activities to promote **student wellness**
  - **nutrition guidelines** for all foods and beverages available during the school day including
    - Smart Snacks in School* nutrition standards for items sold to students.
    - Policies for foods and beverages, not sold to students, but available throughout the school day (e.g. classroom parties, foods given as reward, classroom snacks, etc.).
- ☐ Wellness policy addresses **food and beverage marketing**. Maine State statute is as follows:

*§6662. Foods outside school meal program*  
*3. Food and beverage advertising. Brand-specific advertising of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting standards for sale or distribution on school grounds in accordance with rules adopted under subsection 2.*  
*For the purposes of this subsection, "advertising" does not include advertising on broadcast*

# Smart Snacks/Competitive Foods

Standards that pertain to any food and beverage sold to students at school during the school day.

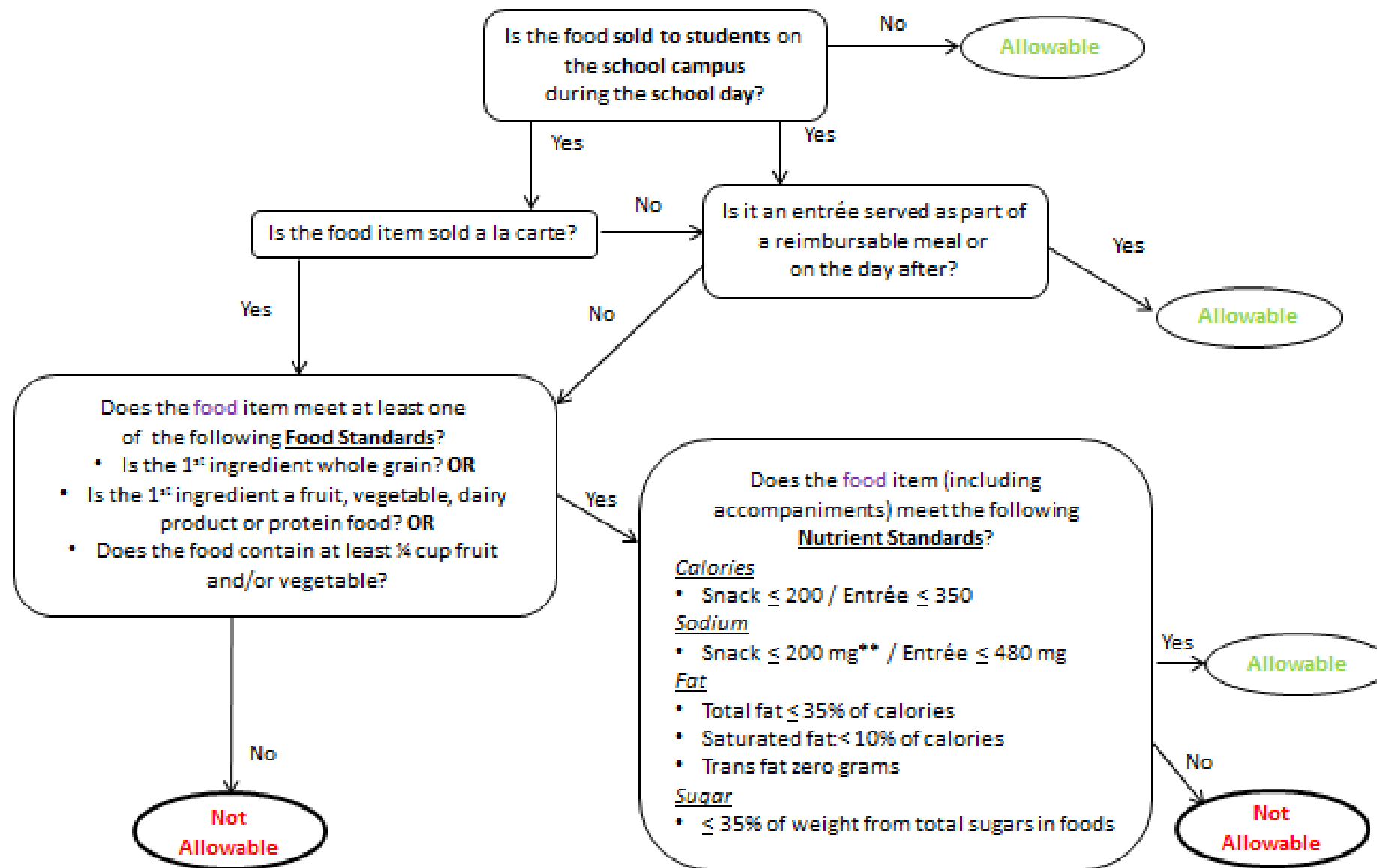
Food items meet standards for calories, sodium, sugar and fat

Including:

- ▶ a' la carte items
- ▶ vending machines
- ▶ school store

# Smart Snacks in School

## Foods Flowchart



# Smart Snacks

## A Guide to Smart Snacks in School

HOME > TEAM NUTRITION

### Resource Type

Nutrition Education

### Resource Materials

PDF



This publication, A Guide to Smart Snacks in School, was updated for School Year 2019–2020. It is a helpful resource for anyone managing school vending machines, fundraisers, or snack bars to better understand the Smart Snacks standards.

**Publication date:** July 2018. Slightly revised July 2019.

**Availability:** Download [\[PDF\]](#) [\[Order in Print\]](#) Printed materials are available only to schools, childcare providers and summer meal programs participating in one of USDA's child nutrition

- ▶ USDA - Guide to Smart Snacks in School
- ▶ <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>

# Alliance for a Healthier Generation Web Resources



## Smart Snacks Calculator

(<https://foodplanner.healthiergeneration.org/calculator/>)

List of foods that have been predetermined Smart Snacks compliant.

<https://foodplanner.healthiergeneration.org/products>)

Calories must be posted at point of decision for a la carte items



		Calories	
		meal™	
Hot C	300	450	Hot C
Hot C	450	600	Hot C
Big Br	430	580	Big Br
Deluxe	510	660	Deluxe
Brea	410	560	Brea
	420	570	

# SFA On-Site Monitoring

- ▶ SFA's must conduct a review of the counting and claiming system prior to Feb 1<sup>st</sup> each year
- ▶ For districts with 2 or more schools
  - ▶ All sites with NSLP
  - ▶ 50% of the schools that operate SBP
- ▶ Sample form available on our website
  - ▶ *Do not submit to DOE, maintain on file.*

# On-Site Monitoring - After School Snack Service

- ▶ Completed twice a year.
  - ▶ First 4 weeks of program
  - ▶ 2<sup>nd</sup> review later in the school year
  - ▶ Completed during the service



# On-Site Monitoring - Fresh Fruit and Vegetable Program

- ▶ Completed by February 1<sup>st</sup> each school year
- ▶ Completed for each site operating.

# Reporting and Record Keeping

Program records must be kept for 3 years plus current!

(menus, production records, student applications,  
monitoring forms, health inspections )

Financial records must be kept for 7 years

# Professional Standards

-Hiring and training standards SFA's must meet to ensure personnel have the knowledge and skills to operate the nutrition programs successfully.

In the current or prior year did staff meet the training requirements?

# Professional Standards

- ▶ List of employees paid by the SN Account
- ▶ # hours worked
- ▶ Summary of training to date
- ▶ Plan for the year

STAFFING LEVEL	Yearly Hours
Director	12
Manager	10
All Other Staff	6
Part Time Staff, Less than 20 hours a week	4
Acting Temp Personnel	4
Hours Must be met each School Year	



# Other Program Reviews

- ▶ Fresh Fruit & Vegetable Program
- ▶ Afterschool Snack Program
- ▶ Special Milk Program

# Fresh Fruit and Vegetable Program

- ▶ Determine if FFVP guidelines are met
- ▶ Documentation is kept- invoices
- ▶ Widely publicized in school
- ▶ Food safety & sanitation
  - ▶ How are leftovers handled?
- ▶ Are you budgeting properly?

# After School Snack Program

- ▶ Accountability is taken once snack is received
  - ▶ 2 different components = 1 snack
- ▶ Fruit/Vegetable offered is  $\frac{3}{4}$  cup serving
- ▶ Was onsite monitoring was conducted

# Special Milk Program

- ▶ Available only to half- day Pre-K and K who do not have access to breakfast or lunch
- ▶ Eligibility documentation must be kept
- ▶ Checklist by name if not all students qualify as free
  - ▶ Track number of free and paid milks



# Desk Audit Process

► This year reviews will be conducted offsite until 30 days after the Public Health Emergency ends as declared by the United States CDC. If you prefer to receive an onsite review your superintendent must contact your reviewer at least 60 days prior to when your review is scheduled to take place. This must be agreed upon by both the district and the reviewer

# Desk Audit Process

## Desk Audit Supplemental Form

- ▶ Extended list of documents to be uploaded
- ▶ Further questions to be answered to describe process that would normally be observed

Phone appointments to be scheduled by your reviewer

# Desk Audit Process

## Certification and Benefit Issuance

1. Describe in detail the process in which the SFA determines eligibility using applications. Include all steps from receipt of application through notification with timelines.
2. Describe in detail the process in which the SFA determines eligibility using the Direct Certification (DC) list. List all steps including how often it is checked, how it is maintained and how families are notified.
3. Describe in detail how benefits are validated and extended to migrant and homeless students.
4. Describe the process of approving an application that includes a foster child.

# Post Review Activities

- ▶ Exit Conference with Superintendent/Designee
  - ▶ Corrective Action Plan
  - ▶ Potential fiscal action
- ▶ Administrative Review Report & Corrective Action form sent
  - ▶ Emailed to superintendent & FS director
  - ▶ Mail a hard copy

# Corrective Action

- ▶ Any findings will result in corrective action
- ▶ SFA submits corrective action form outlining steps to correct issue in the future:
  - ▶ To be submitted by deadline
  - ▶ Signed by Superintendent

# Corrective Action & Final Letter

- ▶ State Agency reviews submitted corrective action
  - ▶ Is it complete?
  - ▶ Does it resolve the identified finding/s?
- ▶ If sufficient, a final letter sent to close review

# Fiscal Action

What is fiscal action?

- ▶ Recovery of overpayment
- ▶ Disallowance of meals
  
- ▶ Assessed for meal application/benefit issuance errors and missing meal components

# Repeat Findings

- ▶ State Agency must assess fiscal action:
  - ▶ Missing vegetable subgroups over the course of the week
  - ▶ Only one type of milk is offered
  - ▶ Missing meal component
- ▶ State Agency may assess fiscal action:
  - ▶ Insufficient food quantities and/or whole grain foods



Admin Review Checklist

Child Nutrition website- Review Information

<https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar>

DOE Staff- David, Adriane, Sarah, Stephanie,  
Michele and Kate

# Resources



Questions?